

NACCAS NOW

A NON-PROFIT EDUCATIONAL COMMISSION SERVING STUDENTS THROUGH THE HIGHEST STANDARDS OF EDUCATION



**Accreditation Workshop
Sets Attendance Record**

SPECIAL COVER
NACCAS Staff Series

Standards and Criteria Effective January 1, 2013

**Appendix 14A On-Site Evaluation:
Documentation for On-site Evaluators**



Fall/Winter 2012



FROM THE DESK OF THE EXECUTIVE DIRECTOR:

Best Practices: Setting the Standard by Going Above and Beyond. “Don’t just punt, aim for the GOALPOST.”

By: Dr. Tony Mirando – Executive Director

NACCAS: A LEADER IN ACCREDITATION STANDARDS FOR A BETTER EDUCATIONAL EXPERIENCE



In living out the example of this title, NACCAS sets out to be the accreditation leader committed to ensuring academic excellence in the institutions that we accredit. NACCAS is striving to do this by providing additional tools, “best practices,” for our schools’ success. Aiming for the goalpost requires not only a diligence in

helping our institutions focus on doing the right things the right way, but requires us to focus on providing additional tools that will ensure that schools are successful in graduating, licensing and getting all their students jobs in the industries they pursue. NACCAS further understands that laying the foundation for not just good business practices, but beyond the ordinary business practices, starts with a dedication to exceeding minimal standards and expectations.

Now this phrase “best practices,” has become a buzz phrase across many circles and may at times be misunderstood or misapplied to many situations. However for NACCAS, when we talk about best practices, we are focusing on standards, tools, and /or methods that have been shown to consistently achieve superior results. And while NACCAS will never prescribe a specific formula or recipe, it is NACCAS’ philosophy to make available to schools key tools that will assist them in providing students with the very best educational experiences.

So, how does NACCAS set the standard by going above and beyond? Well, if you’re trying to exceed your minimum outcome rates, NACCAS offers one-on-one phone consultations, classroom workshop sessions on outcomes, and on-site pocket seminars on “Best Practices” to improving student outcomes, held at your institution’s location. We know by giving an

institution the knowledge, guidance and support on the topic of outcomes, as the standard for measuring how well your institution is creating industry leaders, we are in turn assisting you in being a leader in academic excellence. Or, if what ails your institution is maintaining solid financial stability, then NACCAS can provide you with a one-on-one phone consultation with our in-house CPA, or our new symposium (spring 2013) on Best Practices to understanding your financial stability, or our prerecorded webinars on Standard VII, now on our website. Again, providing these educational financial tools to your institution, will allow for a stronger financial future for you and your students. Or, if your institution is just seeking to improve on how to better understand the whole Annual Report reporting process, NACCAS’ Satisfactory Academic Progress (SAP), Institutional Refunds, how to prepare an Institutional Self-Study (ISS), understanding the new 3 year Cohort Default Rates (CDR’s), or just how to fill out a NACCAS application, NACCAS will be launching a series of Best Practices LIVE and prerecorded webinars on all of those topics in the near future. Check the website all the time and all the time check the website, for details on these exciting new webinars. You may also call NACCAS to find out about other tools that may be beneficial to your institution.

NACCAS is here to provide your institution with superior Standards to set you apart from non-accredited schools. However, NACCAS is also here to provide your institution with additional tools to exceed the minimal standards and expectations. NACCAS does believe that striving for Excellence in Education is something you can achieve. Together we can achieve great things, together we can make a difference for every student. So, remember, don’t punt, aim for the GOALPOST.

Reminder: NACCAS Sustaining Fees are due in January!

We remind institutions accredited by NACCAS and those in the process of seeking accreditation that the semi-annual sustaining fee for the first half of 2013 is due by January 31. This fee provides revenue to cover our general corporate expenses throughout the year. For accredited institutions, the fee is \$705, \$885, or \$1,065 per campus based on the number of enrolled students listed on the school’s annual report of student outcomes that was due November 30, 2012 (enrolled students = opening enrollment plus number of starts in 2011). Schools in the process of seeking accreditation pay the lowest rate of \$705 because they are not required to file annual reports. When sustaining fees are not paid on time, substantial late fees of 25% per month will be charged (e.g., \$266.25 per month if the amount due was \$1,065). Please see our Schedule of Fees on the NACCAS website for more information. Failure to pay fees may also lead to loss of accreditation or candidate status. We send a courtesy reminder notice in early January for our sustaining fee. However, even if a school does not receive this notice, it is still obligated to pay the fee by January 31. If you have any questions on this topic, please contact Director of Finance, Len Grus, at (703) 600-7600 x132. Thanks to all of our schools that pay their fees promptly!

NACCAS Accreditation Workshop Sets Attendance Record

By: Clifford A. Culbreath, Director of Communications

Each year the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) conducts a minimum of four accreditation workshops for institutions applying for their initial accreditation or reaccreditation. NACCAS held its most recent workshop on December 2-3, 2012 in Las Vegas, Nevada.

Three hundred school owners and administrators set an attendance record for the Accreditation Workshops as they converged on the Las Vegas Hotel and Casino for a unique learning experience. They were greeted by Commission Chairman Darrell Camp, Commissioners Jessica Wolman, Bill Church, Gina Kinion and NACCAS Executive Director, Dr. Tony Mirando.

The workshop focused on the NACCAS *Standards and Criteria* for accreditation with concurrent sessions that dealt with default management, institutional self-study (ISS), evaluator training and satisfactory academic progress and refunds. Instructors at this workshop included Demara Stamler, Director of Accreditation, Carol Orsini, Program Manager: General Compliance, Brittney Burnett, Accreditation Specialist for ISS, Jamie Havens, Regional Accreditation Specialist, Marissa Mercado, Regional Accreditation Specialist, Stephanie Speer, Regional Accreditation Specialist and Dr. Tony Mirando, Executive Director.

In order for a school to receive credit toward meeting the requirements of NACCAS' Workshop Policy, a representative of the school must attend both an Accreditation Workshop and a concurrent session in its entirety.

Workshop attendance for an accredited institution is based on the school's accreditation anniversary date. The owner or designee of an accredited institution must attend a NACCAS Accreditation Workshop at least nine (9) months prior to its next anniversary date, but no longer than twenty-four (24) months prior to the reaccreditation anniversary date.

If your institution's reaccreditation date is January 2015 you may want to consider attending the next workshop being held March 17-18, 2013 at the Tampa Hotel, a Hilton affiliated hotel, in Tampa, Florida. The hotel telephone number for reservations is 813-225-1234. The hotel reservation deadline is February 21, 2013.

Over the past two years the Accreditation Workshops have sold out early. The workshop registration deadline is March 4, 2013. Don't delay, register today! The complete 2013 Accreditation Workshop schedule can be viewed on page 14.

NACCAS' 2013 Appeal Review Panel

The NACCAS Appeal Review Panel consists of seven Panelists serving overlapping three-year terms. Each year, the Commission appoints qualified persons to serve in the positions on the Panel scheduled to become vacant on January 1 of the following year.

The terms of two sitting Panelists – Sandy Dunham (School Owner) and Stephen Symbolik (Public Interest) – expired on December 31, 2012. On October 1, 2012, NACCAS' Appeal Review Panel Application Committee ("ARPAC") publicly announced that it was soliciting applications for appointment to the two Panel positions that became vacant on January 1, 2013. Application forms for appointment were posted on the NACCAS website.

The ARPAC reviewed all applications submitted by the November 1, 2012 application deadline and submitted a slate of nominees to the full Commission for its consideration at its November 2012 meeting. At that meeting, the Commission reviewed the recommendations of the ARPAC and, by anonymous ballot, selected Mary Jane Fehr (School Administrator) and Stephen Symbolik (Public Interest) to serve three-year terms on the Appeal Review Panel, commencing January 1, 2013.

In addition, on December 19, 2012, NACCAS' Executive Committee appointed Dianna Martin-Peterson to the Panel,

to serve out the term of Therese Vogel (School Owner), who resigned her position on the Panel effective January 1, 2013, when she assumed her new role as School Owner Commissioner – Zone 5.

2013 NACCAS Appeal Review Panel

PANELIST	CATEGORY	TERM ENDS
Mary Jane Fehr	School Administrator	12/31/2015
Jerry Heavilin	School Owner	12/31/2013
Chris Jones	Practitioner	12/31/2013
Melba Miles	Academic	12/31/2014
James Moored	School Owner	12/31/2013
Stephen Symbolik	Public Interest	12/31/2015
Dianna Martin Peterson	School Owner	12/31/2014

The Commission wishes to congratulate Ms. Fehr, Ms. Martin-Peterson and Mr. Symbolik on their appointment, and to thank Ms. Dunham and Ms. Vogel for their service on the Panel. The Commission also wishes to thank everyone who took the time to apply for appointment to the Panel. Their willingness to participate in this very important process benefits the Commission and every accredited school.



Meet the New NACCAS Staff

The National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) would like to introduce you to the newest members of our staff. These individuals bring to their positions dedication, professionalism, experience and a tremendous amount of enthusiasm.



Alexandra Carey **Administrative Assistant**

Alexandra Carey joined NACCAS on November 19, 2012, as an Administrative Assistant in the Government Relations and Legal Department. She attended Norfolk State University where

she was a Journalism major with a concentration in Public Relations. She completed several internships while in college that included being a Public Relations/Marketing Intern with Nauticus, the National Maritime Center, Promotions intern with Radio Disney and a Concierge intern with Disney's Animal Kingdom Lodge. She has several years of work experience having worked as a Career Services Assistant for the University of Virginia Commerce Career Services and an Employer Relations Assistant with the University of Virginia Career Services. She is a Licensed Pharmacy Technician in the Commonwealth of Virginia. In her spare time, Alexandra enjoys spending time with her family and friends, and when she travels her favorite destination is Disney World.



Sean McGuern **Regional Accreditation Specialist**

Sean McGuern joined NACCAS on December 10, 2012 as a Regional Accreditation Specialist in the Accreditation Department. He previously worked for NACCAS for nearly four years and

returns to us after completing law school. Sean will receive his Juris Doctorate from Temple University in January 2013 and holds two Bachelor of Arts degrees from the University of Maryland. While in law school, Sean completed the Integrated Trial Advocacy Program (ITAP) and worked as an intern at the Camden County Public Defender's Office and the Temple Legal Aid Office. He successfully represented clients before social security and family law judges and volunteered as a tax preparer for a non-profit agency dedicated to helping needy families. Sean and his girlfriend, Karen, hail from the great State of Maine. He is planning on taking the bar examination in the near future.

The NACCAS Commission and Staff Extend a Warm Welcome to our new staff.

On Being an Evaluator

Are you interested in becoming a NACCAS evaluator or have you wondered what a NACCAS evaluator does? This article aims to share with you the qualifications, the experiences, and the benefits of being a NACCAS evaluator.

There are three categories of NACCAS peer evaluators: practitioner, academic, and school owner/administrator. The practitioner should be qualified in one or more of the many fields within the scope of NACCAS (i.e. Cosmetology, Barbering, Esthetics, Massage Therapy, etc.). The practitioner evaluator must maintain a current practitioner license, and demonstrate abiding interest in the field. The academic evaluator must have expertise and teaching experience in post-secondary education, knowledge of pedagogy and the development of curriculum, and recent industry involvement. The school owner/administrator evaluator must have a

minimum of two years experience in a NACCAS accredited school and be currently active in school operations or have five years experience in an administrative position in a NACCAS accredited school and demonstrate industry involvement.

As a NACCAS evaluator you get to travel the United States and sometimes Puerto Rico. The amount of travel is at your availability. On the first day of an evaluation trip you travel to your destination and meet with your evaluation team.

The following days are either school evaluation days or travel days between school evaluations. A school evaluation involves meeting school staff, touring the school facility, and gathering information through review of documents, interviews, and general observation. Typically a school evaluation is no longer than a standard work day. Sometimes there is time for shopping, dining, and exploring your surroundings.

NACCAS Welcomes Newly Accredited Institutions

In the July 2012 through November 2012 meetings the National Accrediting Commission of Career Arts & Sciences, Inc., (NACCAS) Board of Commissioners acted to grant accreditation to the following institutions:

Alexander Paul Institute of Hair Design

1011-A Charles Boulevard
Greenville, NC 27858
Ref. #: 043048-00

The Chrism Institute of Esthetics

317 Office Square Lane, Suite 102 A
Virginia Beach, VA 23462
Ref. #: 056065-00

Paul Mitchell The School – Denver

405 South Teller Street
Lakewood, CO 80226
Ref. #: 015052-00

Ace Cosmetology & Barber Training Center

534 Wolcott Road, Unit C
Wolcott, CT 06716
Ref. #: 016043-00

Creative Touch Cosmetology School, LLC

234 East 3rd Street
Waterloo, IL 62298
Ref. #: 023184-00

Anton Aesthetics Academy, Inc.

1233 South Military Trail, Suite C
West Palm Beach, FL 33415
Ref. #: 019134-00

DeSigner Barber & Stylist School LLC

2409 South 56th Street, Suite 118
Fort Smith, AR 72903
Ref. #: 013043-00

Grace International Beauty School, Inc.

136-31 41st Avenue, 6th Floor
Flushing, NY 11355
Ref. #: 042133-00

Arrojo Cosmetology School

56 King Street
New York, NY 10014
Ref. #: 042134-00

TONI&GUY Hairdressing Academy

1019 South Main Street
Manteca, CA 95337
Ref. #: 014391-00

World of Excellence Beauty College, Inc.

3519 Fayetteville Street
Durham, NC 27707
Ref. #: 043049-00

The Spa Professionals Academy

224 Chaparral Boulevard
Rio Grande City, TX 78582

Statements The Academy

12734 Darby Brooke Court
Woodbridge, VA 22192
Ref. #: 056064-00

Bly's School of Cosmetology

1405 NW 6th Street, Suite 110-120
Gainesville, FL 32601-4021
Ref. #: 019133-00

Trenz Beauty Academy

695 Wentworth Avenue
Calumet, IL 60409
Ref. #: 023185-00

An honorarium of \$175 is earned for each school evaluation day or travel day between school evaluations and there is a per diem of \$75 per day. However, the true benefit is the opportunity to meet new people, visit new places, and witness the many different educational ideas and concepts utilized in the operations of NACCAS accredited schools across the nation.

WHAT IT TAKES TO BECOME AN EVALUATOR

- Passion for your industry
- Ability to work well in a team environment
- Complete and submit the Peer Evaluator Application
- Submit your resume and relevant licenses along with the Application

- Complete and submit the Independent Contractor Form
- Attend a NACCAS Accreditation Workshop including Evaluator Training

NACCAS is in need of evaluators of all types: school owner/administrator, academic, and practitioner (particularly Barbers and Massage Therapists). If you are interested in this experience or want to learn more, please visit our website, www.naccas.org, and click on New Peer Evaluator Documents, or contact Kantrice Dorsey, Travel Specialist, at 703-600-7600, ext. 160.



Frequently Asked Questions

Compiled by Jamie Havens, Regional Accreditation Specialist

Accreditation (General)

What is accreditation?

The process through which an agency or organization recognizes that educational institutions or programs of study have met established standards. This is accomplished, generally, through periodic peer evaluations.

How long does it take to become accredited?

Institutions are granted Candidate Status for a period of two (2) years. Depending on how long each institution has been in operation, the process can take anywhere from 1-3 years.

What are the criteria necessary for an institution to become accredited?

Please reference the NACCAS *Rules of Practice and Procedure*, Sub-Part B – Institutional Eligibility Requirements. Sections 1.1 and 1.2 outline the “Basic Information” and “Institutional General Eligibility Requirements” for an institution to become accredited. This document may be located at www.naccas.org under the subheading “Rules of Practice and Procedure.”

Who do I address my mail/package to?

All mail should be addressed to the Executive Director, Dr. Anthony Mirando. In addition, NACCAS requires that all mail be sent via traceable means.

Can I email or fax my applications/revisions/notices to NACCAS?

No, all applications and notifications must be received via traceable means, such as through the mail or a delivery company.

To which NACCAS department do I address my questions regarding fees?

Please contact NACCAS’ finance department for all questions regarding fees.

What are the application fees?

Please consult the NACCAS “Schedule of Fees,” which can be found on the NACCAS website at www.naccas.org, under the heading Applications and Forms.

When must I notify NACCAS if I plan on making a change at my school, such as moving, adding a new program, changing a program, or selling it?

Thirty (30) days prior to the effective date of the change.

How often do I need to attend a NACCAS Accreditation Workshop?

The requirements for attendance at a NACCAS Accreditation Workshop are detailed in the Appendices to NACCAS’ *Rules of Practice and Procedure*, specifically, Appendix #3, NACCAS Workshop Requirements. This document details the requirements for both accredited and non-accredited schools, institutions going through a change of control, and for those individuals aspiring to become NACCAS Evaluators. This document may be located at www.naccas.org under the subheading, “Appendices to the Rules.”

How often are NACCAS Accreditation Workshops held?

NACCAS Accreditation Workshops are held four (4) times a year, in different locations all over the U.S. For a current list of upcoming workshops please consult the website at www.naccas.org.

What is the procedure for submitting a complaint to NACCAS?

NACCAS’ “Complaints Against Schools” form can be found on the NACCAS website (www.naccas.org) under the heading “Applications and Forms.” Complaints are not required to be submitted on the NACCAS form, but must be in writing, must include all of the information required on the form (including attachments), and must be signed by the complaining party. NOTE: If the complainant is a student, s/he must provide documentation that s/he has gone through the internal grievance procedure of the school against which the complaint is filed.

When will I be notified of a Commission action?

Per Section 8.17 of NACCAS *Rules of Practice and Procedure*, whenever the Commission takes an action on an applicant or accredited school, the Commission shall notify the affected institution in writing of that action within 45 days; provided however, that written notice of any action to deny or withdraw accreditation, or to place a school’s accreditation on probation, shall be given within 30 days.

Can I provide my school’s catalog to potential students via my website?

Yes, written documents produced in written copy, web-based, or any other printable media format are considered “written documents under NACCAS *Rules of Practice and Procedure*.”

Do my substitutes have to complete continuing education?

No, NACCAS only requires all regularly employed instructors, whether full time or part time, to complete the minimum continuing education hours. Substitutes are not considered regularly employed instructors.

How do I become an evaluator?

Those interested in becoming an evaluator must attend a NACCAS Accreditation Workshop and the Evaluator Training concurrent session. In addition, the individual must submit an application to become an evaluator. Please contact Susie Kofler (skofler@naccas.org) or Kantrice Dorsey (kdorsey@naccas.org) for more information.

What programs does NACCAS approve?

Please refer to Appendix #1, Statement of Scope. This document contains a non-exhaustive list which illustrates curricula and programs covered under NACCAS' scope of accreditation. This document may be located at www.naccas.org under the heading "Appendices to the Rules".

What kinds of documents do I need to provide the team when they are coming to do an on-site visit?

Please refer to Appendix #14A, On-Site Evaluation: Documentation for On-Site Evaluations. Appendix #14A is a list of the documents that must be available for review for the NACCAS on-site team. The document can be found at www.naccas.org under the heading "Appendices to the Rules". Please note: On the date of the on-site visit, the NACCAS Evaluation Team may request additional documentation to ensure compliance.

Who is my Commissioner?

Our Commission is made up of 13 members, of which 6 are designated by geographic zone. Please refer to the NACCAS website at www.naccas.org and click on the heading "Commissioners" for a state by state breakdown and your applicable Zone Commissioner.

NACCAS Annual Report

What is the NACCAS Annual Report?

NACCAS' annual report is a written declaration concerning the administrative capability and educational effectiveness of an accredited institution, submitted to NACCAS each calendar year. The annual report is a yearly requirement for all accredited institutions. It primarily contains information regarding student outcomes (i.e., completion, placement, and licensure rates), among other things. It is filed with NACCAS electronically through the NACCAS website.

When is the annual report due to NACCAS?

The annual report is always due by November 30th of each year for data compiled for the previous year. In other words, data for Completion, Licensure, and Placement rates in 2011 were due November 30, 2012. Annual reports submitted after that date are assessed a late fee of \$505 per campus location.

Is my school required to file an annual report to NACCAS?

If your school is accredited by NACCAS as of the annual report due date (November 30th), then you are required to file the report electronically with NACCAS. If you are still a candidate or initial applicant school as of the annual report deadline, then you are not required to file the report. However, schools in the initial accreditation phase of the process will need to complete the most recent annual report internally and be able to provide the team with back up documentation that confirms the rates you have stated.

Should I include financial statements with my annual report?

No. NACCAS' annual report (which deals with student outcome rates)

is a completely separate submission from your financial statements. As stated above, the annual report is due to NACCAS on November 30th of every year. However, financial statements are due six (6) months from your institution's fiscal year end and are to be sent to the Director of Finance. For a staff directory please consult the website at www.naccas.org.

Who should I contact if I have a question regarding the annual report?

Jason Tiezzi is primary point of contact for questions concerning the annual report. You can reach him at extension 155 or at jtiezzi@naccas.org. If Jason is unavailable, you can contact Alex Kim at extension 177, or at akim@naccas.org. The only exception is if you have lost your NACCAS username or password. In this case, you should email Allen Harmon at aharmon@naccas.org. If you are having difficulty uploading your Annual Report information you may contact Cliff Culbreath at extension 135 or at cculbreath@naccas.org.

Where can I find instructions for completing the annual report?

On the NACCAS website, www.naccas.org, under Accredited School Member, go to "Member Menu" Click on this link, and you will arrive at a screen titled "Member Menu: Welcome NACCAS Members". Towards the bottom of this screen there will be a file titled "Annual Report Worksheet Instructions". The most recent version of the annual report instructions will always be posted here. Annual Report instructions are also posted in the "NACCAS News" section of the website.

How do I know my annual report has been successfully submitted to NACCAS?

Upon submitting the report to NACCAS, you should receive a confirmation email which explicitly states "Congratulations! You have successfully submitted your annual report to NACCAS". If you do not receive this email or are unsure if the report has gone through, feel free to contact Cliff Culbreath at extension 135 or cculbreath@naccas.org.

Institutional Self-Study

What is an Institutional Self-Study (ISS)?

An Institutional Self-Study (ISS) is an in-depth, qualitative written assessment of an institution's overall educational programs measured in relation to its stated mission, objectives and NACCAS accreditation standards.

What format do I use to compile an ISS?

Please reference Appendix #5A, Requirements for Compiling the ISS and Appendix #5C, Institutional Self-Study Format when completing the Institutional Self-Study. The documents are located at www.naccas.org under the subheading, "Appendices to the Rules." NOTE: Please be sure to use the most updated version of Appendix #5C each time the institution compiles an ISS.

(continued on page 8)



Frequently Asked Questions

(continued from page 7)

Do I have to respond to an ISS Review Letter?

The only time an institution is required to respond to an ISS review letter is if it states Response Required in the upper right hand corner. Otherwise, it is not necessary or required for an institution to submit revisions to NACCAS. However, if the institution would like for its revisions to be reviewed by NACCAS staff prior to the visit, the revisions must be received within 15 days of receipt of the ISS Review letter.

Can I have an extension on submitting my ISS revisions if I would like for the revisions to be reviewed (in cases where a response is not required)?

NACCAS does not grant extensions on the submission of ISS revisions, as the revisions are not a required part of the accreditation process.

How many copies of the ISS must I duplicate?

The institution must submit one copy of its ISS to NACCAS. The institution should maintain 4 copies of the ISS once it is submitted. One copy is the institution's official copy. The other three copies will be sent to the evaluators who will be coming to the institution for the on-site evaluation visit.

Finance Department

When are my financial statements due to NACCAS?

Six (6) months from your fiscal year end. (The most common fiscal year end is December 31 and those financial statements are due by June 30). Financial statements for schools seeking initial accreditation are due with the initial application and must be for the most recent fiscal year.

Do school financial statements have to be audited?

Yes. All NACCAS-accredited schools, and those seeking initial accreditation, must submit statements audited by an independent Certified Public Accountant (CPA). They must be prepared in accordance with Generally Accepted Accounting Principles (GAAP) on an accrual basis. Also, if a school receives federal Title IV funding, the statements must be audited according to federal government standards.

How many years of financial statements are required at the time of application for initial accreditation?

One (1) year. NACCAS requires audited financial statements for the

school's most recent fiscal year. Also, it is not necessary to submit your tax returns to NACCAS.

What financial statements must be submitted for a change of control?

The new owner must provide a balance sheet as of the settlement date of the sale within 30 days after the date of sale. The balance sheet does not have to be audited, but must be at least compiled by an independent CPA on an accrual basis according to GAAP.

What are the NACCAS financial criteria for schools?

Under Standard VII a school is required to achieve a composite score of at least 1.5. If it does not pass this test, the school must meet all 3 of the following criteria: (a) Ratio of current assets : current liabilities of at least 1:1, (b) Positive tangible net worth, and (c) Net income for the most recent fiscal year, or at least 2 of the past 3 years. Please note that for NACCAS purposes, intangible assets and unsecured related party receivables are not counted towards assets and net worth.

Where can I find the composite score calculation that NACCAS uses to evaluate school financial statements?

Consult the NACCAS website at www.naccas.org and look under the Accredited School Member tab then Financial Statements for the Composite Score Formula. A school owner or its CPA may download our Excel file and enter the required data to determine the school's composite score. NACCAS' Director of Finance can provide guidance if necessary. For a staff directory please consult the website at www.naccas.org.

What happens if a NACCAS-accredited school does not submit audited financial statements within six (6) months of fiscal year end?

NACCAS will charge a late fee of \$525 for each campus location under the same ownership. Also, the school will be required to respond to a letter to "show cause" as to why its accreditation should not be withdrawn. An inadequate response may lead to loss of accreditation.

What happens if a NACCAS-accredited school submits audited financial statements that do not meet the composite score test or the alternate criteria specified in Standard VII?

The Commission can place the school on financial monitoring, and the school would then have a limited period of time to demonstrate compliance, per Section 8.18 of the NACCAS Rules of Practice and Procedure. The time limit is determined by the length of the school's longest program. If the school does not return to financial compliance by the specified deadline, its accreditation may be withdrawn.

Does NACCAS accept a letter of credit required by the federal Department of Education as evidence of financial stability?

No. If a school's composite score is below 1.5, it must meet all of the other financial criteria that are specified in Standard VII.

How much does it cost to obtain accreditation with NACCAS?

A school that begins the candidate process and obtains initial accreditation within a year should anticipate NACCAS fees of at least \$9,500 during that time (per fee schedule as of July 2012). This does not include the expense of having school financial statements audited by a CPA, or the cost of any changes required within the school in order to comply with NACCAS standards.

Are there any ongoing fees to remain accredited with NACCAS?

Yes. All schools that are accredited by NACCAS or in the process of seeking accreditation must pay sustaining fees that range from \$1,695 to \$2,055 per year (per fee schedule as of July 2012). These fees are due semi-annually at the end of January and July. There are additional fees during the renewal of accreditation process. Please see the NACCAS Schedule of Fees on our website under Member Resources for complete information.

What happens if a NACCAS fee is not paid by the due date?

NACCAS charges a monthly late fee equal to 25% of the past due balance. For example, if an invoice of \$1,000 is not paid on time, in the following month the school will be charged a late fee of \$250 and it may be required to “show cause” as to why its accreditation should not be withdrawn. If it still does not pay the invoice, then additional late fees of \$250 per month will be assessed, and the school may be in danger of losing its accreditation for failure to pay fees.

How can a school dispute the assessment of a late fee?

The school owner may file a Petition for Variance using a form for this purpose on the NACCAS website under Applications and Forms. These petitions are reviewed by the Commission, and are granted only in the case of significant extenuating circumstances.

Which Department do I contact if I have questions?

Contact the **Accreditation Department** - If your question is regarding:

- The Process of Accreditation
- Applications
- My Institutional Self Study
- Complaints

Contact the **Finance Department** – If your question is regarding:

- Accreditation Fees
- School Financial Statements

Contact **Jason Tiezzi & Alex Kim** – If your question is regarding:

- Annual Report

Contact the **Communications Department** – If your question is regarding:

- Becoming an evaluator
- Workshop Attendance
- Trouble logging into CRM
- Submitting the ISS electronically

Contact the **Development and Human Resources Department** – If your question is regarding:

- Full Time Employment
- Webinars
- Training

Please visit our website at www.naccas.org and click on the NACCAS staff Directory under “About Us” to find a comprehensive list of NACCAS staff members and their contact information.





Standards and Criteria Effective January 1, 2013 Previous and Current Language

By: Demara Stamler, Director of Accreditation

The following is provided for clarity and understanding of changes to Criteria effective January 1, 2013.

Standard II – Instructional Staff

Previous language:

- D 4. Instructors attend meetings according to the institution's policy.

New language:

- D 4. Instructors, with the exception of substitutes, attend meetings according to the institution's policy which shall require a meeting at least once every 12 months.

Previous language:

- D 6. The institution has a written plan for continuing education for all instructors.
D 7. The written plan requires all instructors to meet their state requirements for licensure or certification renewal, if applicable, but not less than 12 clock hours of such activity each year, per instructor.

New language:

- D 6. Each instructor, with the exception of substitutes, meets the state requirements for continuing education, if applicable, but not less than 12 clock hours of such activity each year. If the institution requires more hours, each instructor must comply with the institution's requirements.

Standard III – Administrative Services

Previous language:

- O 2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed.

New language:

- O 2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed in accordance with state regulations.

Previous language:

- D/O 9. Advertising for the institution is factual
D 8. Advertising conforms to the NACCAS *Policy on Advertising*.

New language:

- D 8. Advertising conforms to the NACCAS *Policy on Advertising*. (Previous D/O 9 has been moved into the language within Policy III.02)

Previous language:

- D 13. The institution complies with the Family Education Right to Privacy Act.

New language:

- D 11. The institution requires written consent from the student or guardian before releasing any student information in response to a third party requests, other than a request by NACCAS, unless otherwise required by law.

Standard IV – Admissions Policies and Procedures

New language:

- D 11. If the institution has a leave of absence policy, it must be in compliance with the NACCAS Leave of Absence Policy. (This is a new criterion.)

Previous language:

- D 12. The institution has a policy that clearly defines how training or education received at another institution is applied to the receiving institution's course or program requirements for graduation (including the possibility that no such transfer credit is granted).

New language:

- D 13. The institution has a policy that clearly defines how training or education received at another institution is applied to the receiving institution's course or program requirements (including the possibility that no such transfer credit is granted).

Standard V – Student Support Services

Previous language:

- A 4. Referrals for professional assistance for students are made, as necessary.

New language:

- A 4. Contact information for professional assistance is made available to students.

Previous language:

- A 6. Information and advice on any available financial assistance is accessible to students.

New language:

- A 6. Information and advice on available financial assistance is accessible to students.

Standard VI - Curriculum

Previous language:

- D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee.

(continued on page 11)

Standards and Criteria

(continued from page 10)

New language:

- D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.

New language:

- A 8. Each course and/or program provides instruction on the regulations governing the scope of practice for which students are training. (Previously Standard V, Criterion 5.)

POLICIES

Policy III.02 – Administrative Services: Policy on Advertising

New language (as underlined):

The National Accrediting Commission of Career Arts & Sciences, recognizing the desire of schools to make known their special offerings and resources, encourages schools to hold to a high standard of truthfulness in advertising and requires schools, at a minimum, to meet the standards set out in this policy on advertising. Advertising for the institution must be factual. All institutions are required to be in compliance with applicable local, state, and federal oversight agencies with respect to advertising the institution, attracting prospective students, or promoting the institution for any reason whether using written copy, web-based information, or any other media format.

Policy IV.06 – Leave of Absence Policy

Previous language:

8. The institution must extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated.

New language:

8. The institution must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated.





APPENDIX 14A

ON-SITE EVALUATION: DOCUMENTATION FOR ON-SITE EVALUATORS

By: Demara Stamler, Director of Accreditation

This list includes some of the documentation from the *Standards and Criteria* that evaluation teams will need to review during the institution's full team onsite visit. These items must be readily available for the team to review and is not an exhaustive list of the items that may be reviewed.

Documents for the Academic Evaluator

(Primary Evaluator for Standards I, II, VI, and IX):

- Most recent outcomes rates from NACCAS Annual Report
- Advisory Committee roster
- Evidence of feedback from current students, graduates and advisory committee
- Summary of feedback from current students, graduates and advisory committee
- Improvement Plan, if applicable
- List of all currently employed instructors with hire date
- Instructor meeting policy and minutes
- Instructor licenses and/or Credentials (including substitute credentials)
- Instructor performance evaluations
- Plan for continuing education
- Evidence of completed continuing education
- Course and/or program outlines for all courses
- Sample lesson plans for each course
- State regulations governing curriculum and the complete State regulations governing institution
- Rationale for programs that exceed the State required length
- Externship Policy (if applicable)
- Examples of written and practical tests
- Requirements for graduation
- Evidence that the institution is responsible for distance education (if applicable)
- Satisfactory Academic Progress Policy (*Cross referenced with most recent policy checklist*)

Documents for the Institution Owner/ Administrator Evaluator

(Primary Evaluator for Standards III, IV, and VII):

- Institution license and/or authority to operate
- Operating procedures
- FERPA policy and forms
- Evidence that institution complies with local, state, federal regulations
- State Regulations governing institution
- Training agreements with other entities, if applicable
- Program Participation Agreement (signed) and Eligibility Certification Approval Report (ECAR)
- Cohort Default Rate letter (if applicable)
- Samples of advertising for previous 12 months
- Attendance policy and records
- Admissions policy and procedures
- Ability-to-Benefit policy, if applicable
- Transfer policy
- Re-entry policy
- Copy of Pre-enrollment Information provided to students for:
 - o most recent annual report statistics (outcomes rates)
 - o certification or licensing requirements of the jurisdiction for which training is being provided
 - o the generally known pre-requisites for employment and factors that might preclude an individual from obtaining employment such as licensure requirements; regulatory oversight restrictions; physical requirements of the industry; and ability to meet requirements set forth by the employer
- Evidence that students have received the aforementioned required pre-enrollment information
- Rationale for any additional hours/course length over state requirements
- Articulation Agreement, if applicable
- Requirements for graduation
- Satisfactory Academic Progress Policy (*Cross referenced with most recent policy checklist*)

Documents for the Practitioner Evaluator (Primary Evaluator for Standards V and VIII):

- Orientation information provided to students
- Evidence students provided with access to orientation program
- Academic Advising Procedures & Professional Assistant Referral Policy

(continued on page 13)

Appendix 14A

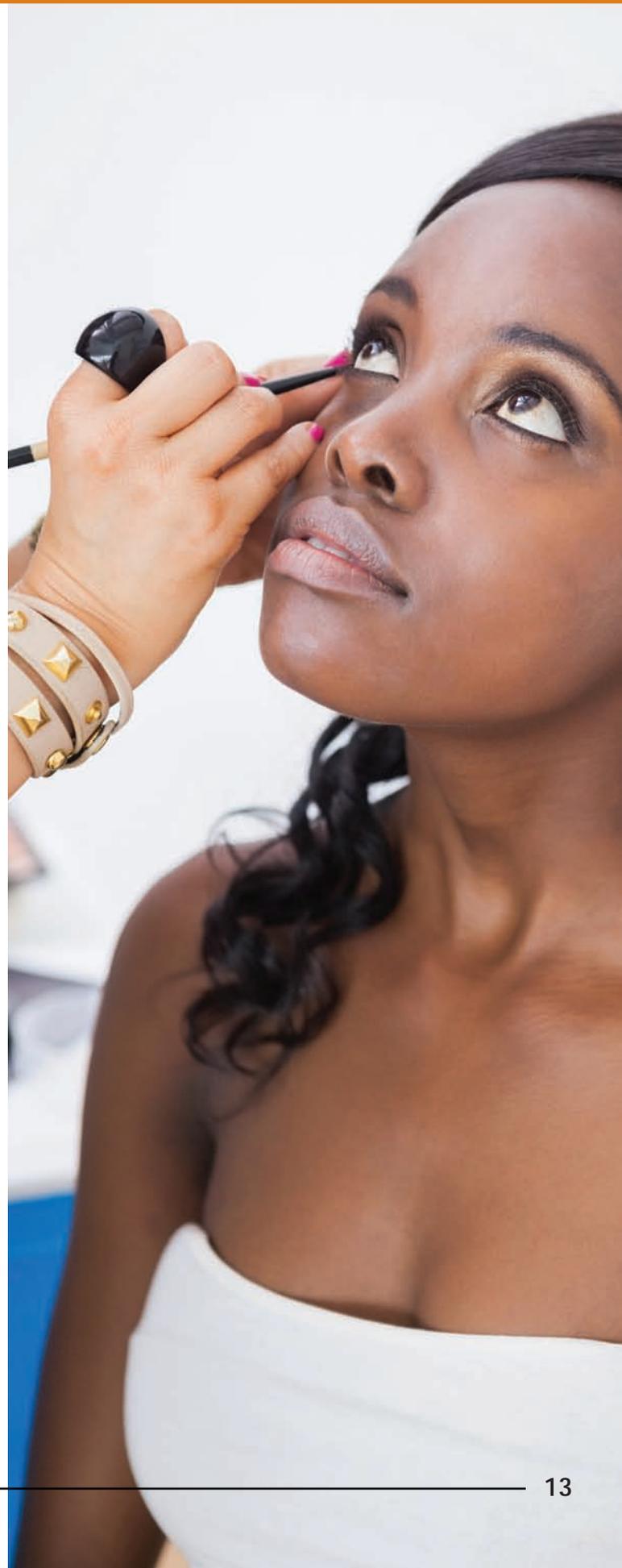
(continued from page 12)

- Placement records of students
- Employment assistance provided to students and graduates
- Institution Internal Complaint Policy
- Schedule of activities for students in each class planned for the day of the on-site evaluation (academic learning, practical work, clinic, etc.)
- Copy of the complete State regulations governing institution
- State regulations governing curriculum
- Advisory Committee Roster (Secondary)
- Evidence of feedback from current students, graduates and advisory committee (Secondary)
- List of all currently employed instructors with hire date (Secondary)
- Improvement Plan, if applicable (Secondary)
- Instructor meeting minutes (Secondary)
- Instructor licenses and/or credentials (Secondary)
- Instructor performance evaluations (Secondary)
- Evidence of completed continuing education (Secondary)
- Plan for Continuing Education (Secondary)

Other Documentation (for Team Lead):

- Annual Report and back-up documentation
The institution's current Catalog (**4 copies**), Enrollment Agreement (**2 copies**), and Satisfactory Academic Progress Policy (**3 copies**).
(These items must be cross-referenced with the most recent corresponding policy checklist)
- On separate sheets of paper, the institution must make available to the team **three separate lists**:
 1. A list of all **currently attending (active) students** with each student's **start date, course enrolled, and approximate number of hours completed**. This includes students on a leave of absence.
 2. A list of all **graduates** in each program from twelve months prior to the visit date to the present, with each graduate's **start date, scheduled graduation date, and actual graduation date**.
 3. A list of all students whose enrollments have been **terminated and/or withdrawn** (either by the student, or by the institution) from twelve months prior to the visit date to the present, with each student's **start date, last day of attendance, and withdrawal determination date by the institution and actual hours clocked and scheduled hours at the time of termination and/or withdrawal**.

Identify students on these three lists who are currently on a leave of absence, ATB students, and transfer students.





NACCAS Accreditation Workshop Schedule for 2013

March 16-19, 2013

Hotel Tampa, a Hilton Affiliated Hotel
 211 North Tampa Street
 Tampa, FL 33602
 Rates: \$149/single/double
 Phone: 813-225-1234
 Hotel cut-date: 2/21/13

Registration cut-off: NACCAS Registration Deadline: March 4, 2013 or until attendance capacity is met.

June 22-25, 2013

Crystal Gateway Marriott
 1700 Jefferson Davis Highway
 Arlington, VA 22202
 Rates: \$139/ single/double
 Phone: 703-920-3230
 Hotel cut-off date: 5/30/13

NACCAS Registration Deadline: June 10, 2013 or until attendance capacity is met.

September 28- October 1, 2013

Hyatt Regency St. Louis
 315 Chestnut Street
 St. Louis, MO 63102
 Rates: \$149/ single/double
 Phone: 314-241-9839
 Hotel cut-off date: 9/7/13

NACCAS Registration Deadline: September 16, 2013 or until attendance capacity is met.

December 7-10, 2013

The Las Vegas Hotel & Casino
 3000 Paradise Road
 Las Vegas, NV 89109
 Rates: \$79/ single/double
 Hotel cut-off date: 11/15/13

NACCAS Registration Deadline: November 25, 2013 or until attendance capacity is met.

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Front Cover Photo Women of NACCAS: Accreditation Administrative Support:

Left to right: Kantrice Dorsey, Travel Specialist, Cassandra Billups, Admin for Travel, Noemie Francis, Admin for Regional Accreditation Specialist, Tiffany Carter, Admin for Regional Accreditation Specialist, Jeanette Walker, Accreditation Pre-screener, Amy Butler, Executive Assistant to Director of Accreditation.

Statement of Purpose

The NACCAS NOW is published by the National Accrediting Commission of Career Arts & Sciences, Inc., (NACCAS). NACCAS is a 501(c) (3) nonprofit corporation formed in the State of Delaware. Among the major aims and purposes are the following:

1. To advance and develop standards of education and instruction in cosmetology arts and sciences, massage therapy, and cognate areas which serve to supplement the practical, scientific and business skills of the cosmetology and massage professions. Cosmetology arts and sciences concern the care for health, condition, and appearance of hair, skin, nails, and cognate areas.
2. To give recognition through accreditation to schools that agree to and do maintain high standards of cosmetology and massage education and assure quality programs to their students.
3. To encourage high standards of ethical and professional conduct and activities and programs designed to advance and improve service to the public in the field of cosmetology arts and sciences, massage, and cognate areas.

NACCAS is recognized by the United States Department of Education as a national agency for the institutional accreditation of post-secondary schools and departments of cosmetology arts and sciences and massage, including specialized schools.

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